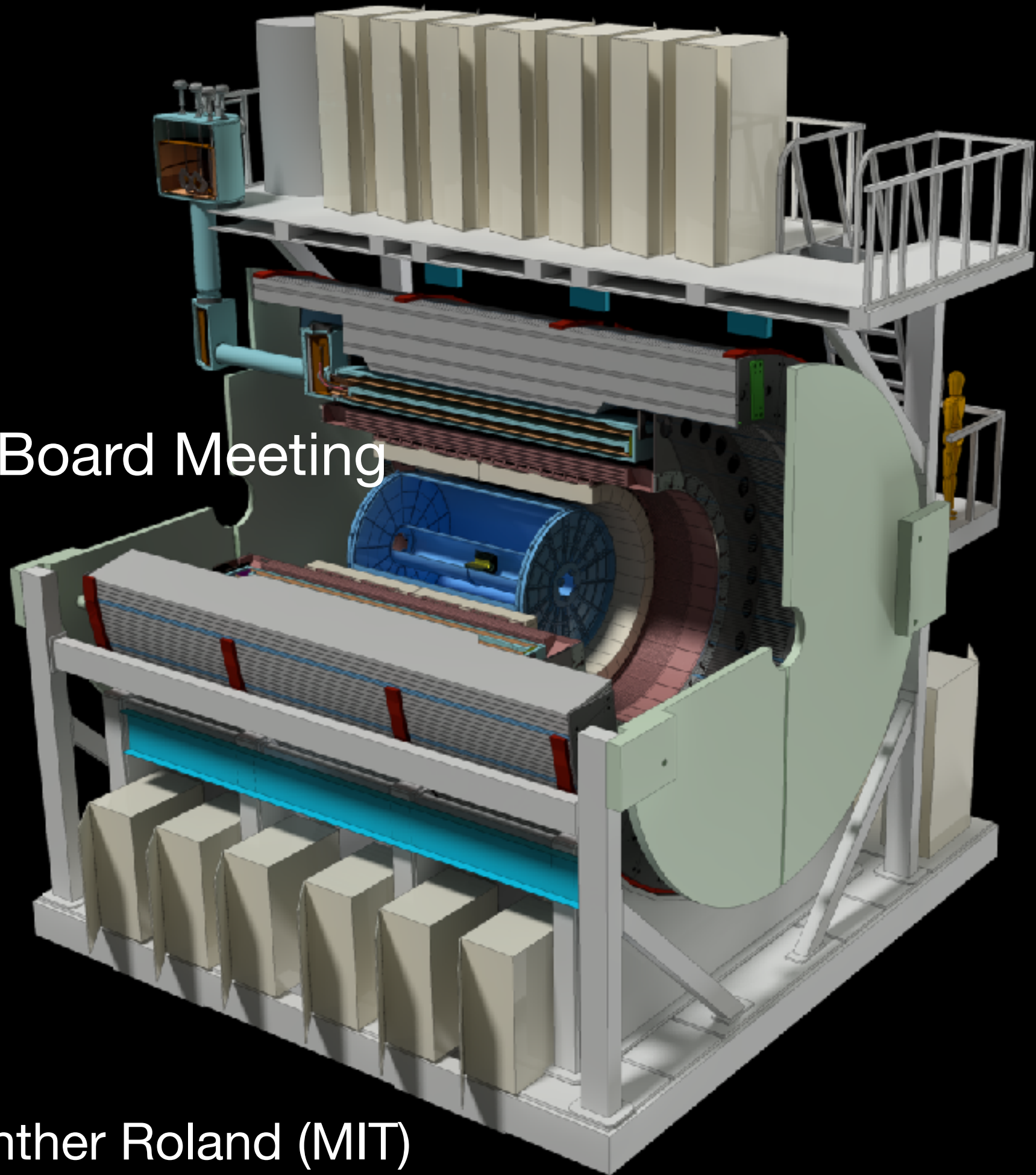


sPHENIX Institutional Board Meeting  
December 16, 2016



Dave Morrison (BNL), Gunther Roland (MIT)

# Agenda

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- Presentations by proposed new institutions
  - UC Berkeley (Barbara Jacak)
  - Temple Univ. (Bernd Surrow)
  - LBNL (Grazyna Odyniec)
- Discussion of proposals
- Discussion of IB survey
- Input about an sPHENIX Collaboration office

# IB survey

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- A “form email” to each IB rep asking about collaborators from their institution was created and sent from the sPHENIX phonebook database (derived from STAR phonebook tech.)
  - Slightly over 50% response rate
  - Necessary to deduce from inbox who did/didn't reply
  - Manual followups to a number of institutions
- Ideas for how to improve response rate?

# IB survey

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- At Rutgers meeting, counted 59 institutions, 183 collaborators
  - based on “expression of interest”
  - roster criteria interpreted differently by institutions
- Now, 61 institutions, 220 collaborators
- Next step, collaborator-by-collaborator survey

# Establishing a Collaboration office

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- Historically (naturally?) a key responsibility of host institution (i.e., BNL)
- Situation in PHENIX (200x–2015)
  - Mariette Faulkner, Sue Foster (admins)
  - Brant Johnson (scientific sec'y, publications)
  - Hyon-Joo Kehayias (web, survey forms, db interfaces)
  - Irina Sourikova (collaboration db)
- Current situation for sPHENIX
  - Mariette Faulkner (admin)
  - Dmitry Arkhipkin (STAR group, ~5% FTE, db + web)
- Are there responsibilities that could be handled by non-BNL institutions? What are key functions of Collaboration office?

## Other items

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- Collaboration meetings: stick with two per year?
- Scheduling next collaboration meeting:
  - May 2017? Conflict with INT workshop (May 1–June 8)
  - Interested institutions? Host it at BNL again?
- For next IB meeting, “Two or more members of the Executive Council shall be elected by the Institutional Board every year.”